

APPLICATION FOR THE VETERANS EDUCATION OUTREACH PROGRAM

TABLE OF CONTENTS

"Dear Colleague" letter	1
Notice Inviting Applications for New Awards	2
Application Transmittal Instructions	3
Program Statute	4
Program Regulations	6
<u>Application Forms and Instructions:</u>	
Instructions for the Standard Form 424	11
Part I - Standard Form 424	12
Part II - Narrative	13
Part III - Veteran, Enrollment and Institutional Data	14
Instructions for Completing Part III	15
Instructions if Applying as a Consortium	16
Information Regarding the Budget Worksheet	16
Budget Worksheet	17
<u>Assurances and Certifications:</u>	
- Veterans Education Outreach Program Assurances	18
- Non-construction Program Assurances	19
- Certification Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	21
- Certification Regarding Debarment, Suspension, Ineligibility & Voluntary Exclusion - Lower Tier Covered Transactions	23
- Disclosure of Lobbying Activities	24
Executive Order 12372 - Intergovernmental Review	27
Important Notice to Prospective Participants in USDE Contract and Grant Programs	30
Grant Application Receipt Acknowledgement	Back Cover



UNITED STATES DEPARTMENT OF EDUCATION

WASHINGTON, D.C. 20202-_____

Dear Colleague:

We are pleased to announce that the Division of Higher Education Incentive Programs is accepting applications for assistance under the Veterans Education Outreach Program. Congress has authorized \$2,700,000 to be awarded in fiscal year 1992 under this program. We encourage you to read carefully the final program regulations and guidelines contained in this booklet. Your application must comply with each requirement and be submitted before the closing date specified in the Notice Inviting Applications.

If you have any questions regarding this program, please contact the program office on (202) 708-7861. Thank you for your interest in the Veterans Education Outreach Program.

Sincerely yours,

A handwritten signature in cursive script that reads "W. Stanley Kruger".

W. Stanley Kruger
Director, Division of Higher Education
Incentive Programs

4000-01

DEPARTMENT OF EDUCATION

CFDA No. 84.064

Veterans Education Outreach Program

Notice inviting applications for new awards for fiscal year (FY) 1992.

PURPOSE OF PROGRAM: Provides funds to institutions of higher education to provide outreach and recruitment activities, counseling and tutorial services for veterans, and special programs for disabled, incarcerated, and educationally disadvantaged veterans. This program furthers AMERICA 2000, the President's strategy for moving the Nation toward the National Education Goals, by assisting these veterans to acquire the skills necessary to compete in a global economy and exercise the rights and responsibilities of citizenship.

ELIGIBLE APPLICANTS: Institutions of higher education having at least 100 veterans with honorable discharges in attendance as undergraduates as of April 16 of the current year, or having prior participation in the Veterans Cost of Instruction Payments Program (VCIP) for a continuous period of three of the five most recent fiscal years ending on or before September 30, 1985, pursuant to 34 CFR 629.2(a) and (b).

DEADLINE FOR TRANSMITTAL OF APPLICATIONS: May 11, 1992.

DEADLINE FOR INTERGOVERNMENTAL REVIEW: July 10, 1992.

APPLICATIONS AVAILABLE: March 2, 1992.

AVAILABLE FUNDS: \$2,700,000.

ESTIMATED RANGE OF AWARDS: \$1,000 - \$50,000.

ESTIMATED AVERAGE SIZE OF AWARDS: \$5,000.

ESTIMATED NUMBER OF AWARDS: 525.

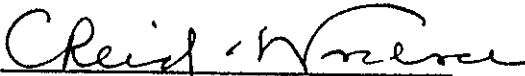
PROJECT PERIOD: Up to 24 months.

APPLICABLE REGULATIONS: (a) Education Department General Administrative Regulations (EDGAR) 34 CFR Parts 74, 75, 77, 79, 82, 85 and 86; and (b) The regulations for this program in 34 CFR Part 629.

FOR APPLICATIONS OR INFORMATION CONTACT: Ronald D. Amon,
U.S. Department of Education, 400 Maryland Ave., S.W., Room 3022,
ROB-3, Washington, D.C. 20202-5339. Telephone: (202) 708-7861.
Deaf and hearing impaired individuals may call the Federal Dual
Party Relay Service at 1-800-877-8339 (in the Washington, D.C.
202 area code, telephone 708-9300) between 8 a.m. and 7 p.m.,
Eastern time.

PROGRAM AUTHORITY: 20 U.S.C. 1070e-1.

Dated: JAN 30 1992


Carolynn Reid-Wallace,
Assistant Secretary for
Postsecondary Education.

Application Transmittal Instructions

An application for an award must be mailed or hand delivered by the closing date. Only one copy of application plus one additional copy of Face Page need to be submitted.

Applications Sent by Mail

An application sent by mail must be addressed to the U.S. Department of Education, Application Control Center, Attention: CFDA 84.064, 400 Maryland Avenue, SW, Washington, D.C. 20202-4725.

An application must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service Postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the U.S. Secretary of Education.

If an application is sent through the U.S. Postal Service, the Secretary does not accept either of the following as proof of mailing:

- (1) A private metered postmark, or
- (2) A mail receipt that is not dated by the U.S. Postal Service.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

An applicant is encouraged to use registered or at least first class mail.

Each late applicant will be notified that its application will not be considered.

Application Delivered by Hand/Courier Service.

An application that is hand delivered must be taken to the U.S. Department of Education, Application Control Center, Room 3633, General Services Administration National Capital Region, 7th and D Streets, SW, Washington, D.C. 20202-4725.

The Application Control Center will accept deliveries between 8:00 a.m., and 4:30 p.m. (Washington, D.C.) daily, except Saturdays, Sundays and Federal holidays.

Individuals delivering applications must use the Seventh Street Entrance. Proper identification is necessary to enter the building.

In order for an application sent through a Courier Service to be considered timely, the Courier Service must be in receipt of the application on or before the closing date.

SEC. 420A. (a) AUTHORIZATION OF APPROPRIATIONS.—There are authorized to be appropriated to carry out the provisions of this section \$5,000,000 for fiscal year 1987, and such sums as may be necessary for the 4 succeeding fiscal years.

(b) SIZE AND DURATION OF AWARDS.—(1) The minimum grant that may be awarded to an institution under this section is \$1,000, which may remain available for expenditure over a period not to exceed 2 academic years.

(2) The amount of the payment to which any institution shall be entitled under this section for any fiscal year shall be—

(A) \$300 for each person who is a veteran receiving vocational rehabilitation under chapter 31 of title 38, United States Code, or a veteran receiving educational assistance under chapter 34 of such title 38, and who is in attendance at such institution as an undergraduate student during such year;

(B) \$150 for each person who is in attendance at such institution as an undergraduate student during such year and who has been the recipient of educational assistance under subsection V of chapter 34 of such title 38, or who has a service-connected disability as defined in section 101(16) of such title 38, or who is disabled, as determined in accordance with regulations promulgated by the Secretary after consultation with the Administrator of Veterans' Affairs; and

(C) \$100 for each person who is in attendance at such institution as an undergraduate student during such year and who has received an honorable discharge from military service but who is no longer eligible to or does not receive educational benefits under chapter 31 or chapter 34 of title 38 of the United States Code.

(3) In any case where a person on behalf of whom a payment is made under this section attends an institution on less than a full-time basis, the amount of the payment on behalf of that person shall be reduced in proportion to the degree to which that person is not attending on a full-time basis.

(4) The Secretary shall pay to each institution of higher education which has had an application approved under subsection (c) the amount to which it is entitled under this section. If the amount appropriated for any fiscal year is not sufficient to pay the amounts to which all such institutions are entitled, the Secretary shall ratably reduce such payments. If any amounts become available for a fiscal year after such reductions have been imposed, such reduced payments shall be increased on the same basis as they were reduced.

(B) The maximum amount of payments to any institution of higher education, or any branch thereof which is located in a community which is different from that in which the parent institution thereof is located, in any fiscal year shall be \$75,000. In making payments under this section for any fiscal year, the Secretary shall apportion the appropriation for making such payments, from funds which become available as a result of the limitation on payments set forth in the preceding sentence, in such a manner as will result in the receipt by each institution which is eligible for payment under this section of the first \$9,000 (or the amount of its entitlement for that fiscal year, but not less than \$1,000, whichever is the lesser) and then additional amounts up to the limitation set forth in the preceding sentence.

(5) Not less than 90 percent of the amounts paid to any institution under paragraph (4)(A) in any fiscal year shall be used to implement the requirement of subsection (c)(2)(C)(i), and to the extent that such funds remain after implementing such requirement, funds limited by such 90 percent requirement shall be used for implementing the requirements of clauses (ii) through (v) of subsection (c)(2)(C), except that the Secretary may, in accordance with criteria established in regulations jointly prescribed by the Secretary with the Administrator, waive the requirement of this subsection to the extent that he finds that such institution is adequately carrying out all such requirements without the necessity for such application of such amount of the payments received under this subsection.

(c) ELIGIBILITY FOR AWARDS.—(1) During the period beginning July 1, 1987, and ending September 1, 1991, each institution of higher education shall be entitled to a payment under, and in accordance with, this section during any fiscal year if the number of persons who are veterans with honorable discharges and are in attendance as undergraduate students at the institution is at least 100.

(2) An institution of higher education shall be eligible to receive the payment to which it is entitled under this section only if it makes application therefor to the Secretary. An application under this section shall be submitted at such time or times, in such manner, in such form and containing such information as the Secretary determines necessary to carry out the functions of the Secretary under this title, and shall—

(A) set forth such policies, assurances, and procedures as will ensure that—

(i) the funds received by the institution under this section and available to it after the requirements of subsection (b)(5) have been met will be used solely to defray instructional expenses in academically related programs of the applicant;

(ii) the funds received by the institution under this section will not be used for a school or department of divinity or for any religious worship or sectarian activity;

(iii) the applicant will expend, during the academic year for which a payment is sought, for all academically related programs of the institution, an amount equal to at least the average amount so expended during the 3 years preceding the year for which the grant is sought;

(iv) the applicant will expend, during the academic year for which a payment is sought, for enhancing the functions of the Veterans Education Outreach Program, an amount equal to at least the amount of the award under this section from sources other than this or any other Federal program; and

(v) the applicant will submit to the Secretary such reports as the Secretary may require by regulation.

(B) contain such other statement of policies, assurances, and procedures as the Secretary may require by regulation in order to protect the financial interests of the United States; and

(C) set forth such plans, policies, assurances, and procedures as will ensure that the applicant will make an adequate effort—

(i) to maintain an office of veterans' affairs which has responsibility for veterans' outreach, recruitment, and special education programs, including the provision of educational, vocational, and personal counseling for veterans,

(ii) to carry out programs designed to prepare educationally disadvantaged veterans for postsecondary education under subchapter V of chapter 34 of title 38, United States Code,

(iii) to carry out active outreach (with special emphasis on service-connected disabled veterans, other disabled or handicapped veterans, incarcerated veterans, and educationally disadvantaged veterans), recruiting, and counseling activities through the use of funds available under federally assisted work-study programs (with special emphasis on the veteran-student services program under section 1685 of such title 38),

(iv) to carry out an active tutorial assistance program for veterans, including dissemination of information regarding such program, with special emphasis on making maximum use of the benefits available under section 1692 of such title 38, and

(v) to coordinate activities carried out under this part with the readjustment counseling program authorized under section 612A of title 38, United States Code, and with the programs of veterans employment and training authorized under the Job Training Partnership Act and under chapters 41 and 42 of title 38, United States Code, in order to assist in serving the readjustment, rehabilitation, personal counseling, and employment needs of veterans,

except that an institution which the Secretary determines, in accordance with regulations jointly prescribed by the Secretary and the Administrator of Veterans' Affairs (hereinafter referred to as the "Administrator"), cannot feasibly itself, in terms of the number of veterans in attendance there, carry out any or all of the programs set forth in clauses (i) through (v) of subparagraph (C), may carry out such program or programs through a consortium agreement with one or more other institutions of higher education and shall be required to carry out such programs only to the extent that the Secretary determines, in accordance with regulations jointly prescribed by the Secretary and the Administrator, is appropriate in terms of the number of veterans in attendance at such institution. The adequacy of efforts to meet the requirements of subparagraph (C) of this paragraph shall be determined by the Secretary, based upon the recommendations of the Administrator, in accordance with criteria established in regulations jointly prescribed by the Secretary and the Administrator.

(3) The Secretary shall not approve an application under this subsection unless he determines that the applicant will implement the requirements of subparagraph (C) of paragraph (1) within the first academic year during which it receives a payment under this section.

(4) Any institution which has been eligible under this section prior to September 30, 1985, for a continuous period of three of the last five years shall be determined eligible under the terms of this section.

(d) **COORDINATION OF PROGRAMS.**—The Secretary, in carrying out the provisions of this section, shall seek to assure the coordination of programs assisted under this section with programs carried out by the Veterans' Administration pursuant to title 38, United States Code, and the Administrator shall provide all assistance, technical consultation, and information otherwise authorized by law as necessary to promote the maximum effectiveness of the activities and programs assisted under this section.

(e) **ADMINISTRATION OF PROGRAM.**—The program provided for in this section shall be administered by an identifiable administrative unit in the Department.

(f) **DISSEMINATION OF INFORMATION.**—From the amounts appropriated for this section, the Secretary shall retain one percent or \$10,000, whichever is less, for the purpose of collecting information about exemplary Veterans Educational Outreach Programs and disseminating that information to other institutions of higher education having such programs on their campuses. Such collection and dissemination shall be done on an annual basis.

(20 U.S.C. 1070e-1) Enacted June 23, 1972, P.L. 92-318, sec. 1001(a), 86 Stat. 378, 379; amended August 21, 1974, P.L. 93-380, sec. 835, 88 Stat. 604, 605; amended October 12, 1976, P.L. 94-482, sec. 126, 90 Stat. 2098; amended Aug. 4, 1978, P.L. 95-336, sec. 6, 92 Stat. 453; amended October 3, 1980, P.L. 96-374, sec. 407, 94 Stat. 1412; redesignated October 30, 1984, P.L. 98-558, sec. 801(b)(2), 98 Stat. 2902; amended October 17, 1986, P.L. 99-498, sec. 401(a), 100 Stat. 1348; amended June 3, 1987, P.L. 100-50, sec. 8, 101 Stat. 341.

Sec.

Subpart C—How Does the Secretary Make an Award?

629.20 How does the Secretary calculate the amount of the award?

Subpart D—What Conditions Must a Grantee Meet?

629.30 How must a grantee use its award?

629.31 What are the matching requirements?

629.32 When must a grantee submit a proposed budget?

AUTHORITY: 20 U.S.C. 1070e-1, unless otherwise noted.

SOURCE: 52 FR 29824, Aug. 11, 1987, unless otherwise noted.

Subpart A—General

§ 629.1 What is the Veterans Education Outreach Program?

The Veterans Education Outreach Program (VEOP) provides Federal financial assistance to institutions of higher education to provide certain services to veterans.

(Authority: 20 U.S.C. 1070e-1)

§ 629.2 Who is eligible for an award?

An institution of higher education, or any branch thereof which is located in a different community from that in which the parent institution is located, is eligible to receive an award if the institution or branch has—

(a) At least 100 veterans with honorable discharges in attendance as undergraduate students on April 16 of the current year; or

(b) Received an award under the Veterans Cost-of-Instruction Payments (VCIP) Program for a continuous period of three of the five most recent fiscal years ending on or before September 30, 1985.

(Authority: 20 U.S.C. 1070e-1)

§ 629.3 What definitions apply?

The following definitions apply to the regulations in this part:

(a) *Definitions in EDGAR.* The following terms used in this part are defined in 34 CFR Part 77:

Applicant
Application
Award

PART 629—VETERANS EDUCATION OUTREACH PROGRAM

Subpart A—General

Sec.

629.1 What is the Veterans Education Outreach Program?

629.2 Who is eligible for an award?

629.3 What definitions apply?

629.4 What regulations apply?

629.5 What activities may a grantee support with VEOP funds.

Subpart B—How Does an Eligible Institution Apply for an Award?

629.10 What are the application requirements?

Department
EDGAR
Fiscal year
Grant period
Grantee
Secretary
State

(b) *Other definitions that apply to this part.* The following additional definitions apply to this part:

"Academic year" means a period beginning on July 1 and ending the following June 30.

"Counseling" means professional consultation on educational, vocational, personal, or family problems.

"Disabled veteran" means a veteran who—

(1) Is entitled to compensation, or who but for the receipt of military retired pay would be entitled to compensation, under laws administered by the Veterans' Administration;

(2) Was discharged or released from active duty because of a service-connected disability; or

(3) Has been certified by a physician as having a disability.

"Full-time student" means a student who is enrolled for the equivalent of not less than 12 semester hours and is being charged for tuition on the basis of the institution's full-time fee schedule.

"Institution of higher education" is defined in section 1201(a) of the Higher Education Act of 1965, as amended.

"Instructional expenses in academically related programs" means the funds expended by an instructional department of an institution of higher education for salaries, office expenses, equipment, and research.

"Outreach" means a coordinated, community-wide program of reaching veterans to encourage enrollment in, and completion of, postsecondary education, with special emphasis on educationally disadvantaged veterans, service-connected disabled veterans, other disabled or handicapped veterans, and incarcerated veterans within the institution's service area, including activities to determine their needs and to make appropriate referral and follow-up arrangements with relevant service agencies, as needed to encourage such enrollment and completion.

"Recruitment" means a concerted effort to enroll veterans in postsecondary training programs available at the institution or elsewhere.

"Special education programs" means remedial, tutorial, and motivational programs designed to promote success in postsecondary education.

"Student" means a person in attendance at an institution of higher education.

"Undergraduate student" means a student who is enrolled in an undergraduate course of study at an institution of higher education and has not been awarded a baccalaureate or first professional degree.

"Veteran" means a person who—

(1) Served on active duty in the Armed Forces for a continuous period of more than 180 days and was discharged or released with other than a dishonorable discharge;

(2) Was discharged or released from active duty in the Armed Forces because of a service-connected disability; or

(3) Is receiving or is eligible to receive benefits under 38 U.S.C. Chapter 30.

(Authority: 20 U.S.C. 1070e-1, 1088)

§ 629.4 What regulations apply?

The following regulations apply to the Veterans Education Outreach Program:

(a) The Education Department General Administrative Regulations (EDGAR) as follows:

(1) 34 CFR Part 74 (Administration of Grants).

(2) 34 CFR Part 75 (Direct Grant Programs).

(3) 34 CFR Part 77 (Definitions that apply to Department Regulations).

(4) 34 CFR Part 78 (Education Appeal Board).

(b) The regulations in this Part 629.

(Authority: 20 U.S.C. 1070e-1, 1088)

§ 629.5 What activities may a grantee support with VEOP funds?

(a) Except as provided in § 629.30(b)(2), a grantee may use VEOP funds only for the following activities:

§ 629.10

(1) Maintaining an office of veterans' affairs which has responsibility for veterans' outreach, recruitment, special education programs, and the provision of educational, vocational, and personal counseling to veterans.

(2) Carrying out programs designed to prepare educationally disadvantaged veterans for postsecondary education for which they are receiving benefits under 38 U.S.C. Chapter 34, Subchapter V.

(3) Carrying out active outreach (with special emphasis on service-connected disabled veterans, other disabled or handicapped veterans, incarcerated veterans, and educationally disadvantaged veterans), recruiting, and counseling activities, through the use of funds available under federally assisted work-study programs (with special emphasis on the veteran-student services program under 38 U.S.C. 1685).

(4) Carrying out an active tutorial assistance program for veterans, including disseminating information regarding the program, with special emphasis on making maximum use of the benefits available under 38 U.S.C. 1692.

(5) Assisting in the readjustment, rehabilitation, personal counseling, and employment needs of veterans.

(6) Coordinating activities carried out under this part with the Veterans Administration's—

(i) Readjustment counseling program authorized under 38 U.S.C. 612A; and

(ii) Programs of veterans employment and training authorized under the Job Training Partnership Act and under 38 U.S.C. Chapters 41 and 42.

(7) After the institution has carried out the activities described in paragraphs (a)(1)-(6) of this section, defraying instructional expenses in academically related programs.

(b) An institution may not use VEOP funds for a school or department of divinity or for any religious worship or sectarian activity.

(c) A grantee may use VEOP funds to pay travel expenditures only if the travel expenditures are incurred in connection with recruitment and outreach activities, or attendance at Department-sponsored meetings provid-

34 CFR Ch. VI (11-1-89 Edition)

ing technical assistance or Department-approved professional meetings.

(Authority: 20 U.S.C. 1070e-1)

Subpart B—How Does an Eligible Institution Apply for an Award?

§ 629.10 What are the application requirements?

(a) An institution applying for funds under this part must submit an application in the form prescribed by the Secretary.

(b) Each application must contain the following:

(1) Information that shows the institution is eligible for an award under this part.

(2) Information necessary for the Secretary to determine the amount of the payment to which the applicant would be entitled.

(3) An assurance that the institution, during the fiscal year for which payment is sought, will expend the amounts required under § 629.31.

(4) Plans, policies, assurances, and procedures to ensure that the institution will—

(i) Make an adequate effort to carry out the activities described in § 629.5(a)(1) through (6); and

(ii) Use any awarded funds remaining, after the institution has carried out the activities described in § 629.5(a) (1) through (6), solely to defray instructional expenses in its academically related programs.

(5) An assurance that the institution will not use VEOP funds for a school or department of divinity or for any religious worship or sectarian activity.

(6) An assurance that the institution will submit to the Secretary the reports required by § 629.32.

(Approved by the Office of Management and Budget under control number 1840-0054)

(Authority: 20 U.S.C. 1070e-1)

Subpart C—How Does the Secretary Make an Award?

§ 629.20 How does the Secretary calculate the amount of the award?

(a) Except as otherwise provided in this section, for each veteran who is in

attendance as a full-time undergraduate student, the Secretary pays to each eligible applicant the following:

(1) \$300 for each veteran who is receiving—

(i) Vocational rehabilitation under 38 U.S.C. Chapter 31; or

(ii) Educational assistance under 38 U.S.C. Chapter 34.

(2) \$150 for each veteran who—

(i) Has been the recipient of educational assistance under 38 U.S.C. Chapter 34, Subchapter V;

(ii) Has a service-connected disability as defined in 38 U.S.C. 101(16); or

(iii) Is a disabled veteran as defined in § 629.3.

(3) \$100 for each veteran other than those listed in paragraphs (a)(1) and (a)(2) of this section, who has received an honorable discharge from military service but who is no longer eligible to, or does not, receive educational benefits under 38 U.S.C. Chapter 31 or 34.

(b) The Secretary reduces the amount of payment awarded for each veteran attending the institution on a less than full-time basis in proportion to the degree to which that person is attending on a less than full-time basis.

(c) The total payment that the Secretary makes in any fiscal year to an institution, or to an eligible branch thereof, is at least \$1,000 but does not exceed \$75,000.

(d) The Secretary apportions funds which become available as a result of the limitation on payments described in paragraph (c) of this section so that all grantees under this part receive—

(1) A payment of \$9,000 or the amount to which it is entitled under paragraphs (a) and (b) of this section for that fiscal year (but not less than \$1,000), whichever is lesser; and

(2) Additional amounts up to the \$75,000 maximum for each eligible institution or eligible branch thereof.

(e) If the amount appropriated for any fiscal year is not sufficient to make payments in the amounts to which all applicants are entitled, the Secretary ratably reduces those payments. If any amounts become available for a fiscal year after such reductions have been imposed, the Secretary increases the reduced payments

on the same basis as they were decreased.

(Authority: 20 U.S.C. 1070e-1)

Subpart D—What Conditions Must a Grantee Meet?

§ 629.30 How must a grantee use its award?

(a) Except as provided in paragraph (b) of this section, a grantee shall use—

(1) At least 90 percent of the amount it receives under this part, or the amount of funds needed to carry out the activities described in § 629.5(a)(1), whichever is greater, to carry out those activities;

(2) Any remaining awarded funds subject to this 90 percent limitation to carry out the activities described in § 629.5(a)(2) through (6); and

(3) Any remaining awarded funds—

(i) First, to carry out the activities described in § 629.5(a)(2) through (6); and

(ii) Then, to defray instructional expenses in its academically related programs.

(b)(1) The Secretary may waive the expenditure requirements of paragraphs (a)(1) and (2) of this section if he determines that the grantee is capable of adequately carrying out the activities described in § 629.5(a)(1) through (6) using less than 90 percent of its award. An institution that receives such a waiver may use any awarded funds remaining after carrying out the activities described in § 629.5(a)(1) through (6) to defray instructional expenses in its academically related programs, subject to any limitations imposed by the Secretary.

(2) In making the determination described in paragraph (b)(1) of this section, the Secretary may consider all aspects of the institution's programs for veterans, including, but not limited to the following:

(i) *Administration.* (A) Adequate identification of the veteran population in the institution's service area and adequate assessment of its needs related to postsecondary education;

(B) The employment of an adequate number of qualified staff members to

§ 629.31

34 CFR Ch. VI (11-1-89 Edition)

support veterans' activities and services;

(C) The provision of adequate, prominently located, and accessible housing for the institution's office of veterans' affairs, in light of the institution's veteran student enrollment and physical environment; and

(D) The coordination of veterans' services with other campus services available to veterans, such as admissions, student financial assistance, counseling, job placement, and programs carried out by the Veterans Administration pursuant to 38 U.S.C.

(ii) *Outreach.* The establishment and maintenance of—

(A) Contact with veterans in the institution's service area;

(B) An effective procedure for assessing veterans' needs, problems, and interests related to postsecondary education; and

(C) An effective referral service involving agencies providing assistance in areas such as housing, employment, health, recreation, vocational and technical training, and financial assistance as such services are related to encouraging the pursuit of postsecondary education.

(iii) *Recruitment.* The establishment and maintenance of procedures for bringing veterans into programs of postsecondary education most suited to their educational and career aspirations, including such techniques as publications, use of mass media, and personal contacts.

(iv) *Special Education Programs.* The establishment and maintenance of support from appropriate departments of the institution for special remedial, motivational, and tutorial programs for veteran students.

(v) *Counseling.* The establishment and maintenance of ready access by veteran students to professional assistance and consultation on personal, family, educational, and career problems.

(c) If an institution cannot carry out all of the activities described in § 629.5(a) (1) through (6) due to limited veteran enrollment, the Secretary may permit one or more of the required activities to be carried out through a consortium agreement with

one or more institutions of higher education.

(d) An award made in any fiscal year remains available for expenditure by the grantee for up to two academic years.

(Authority: 20 U.S.C. 1070e-1)

§ 629.31 What are the matching requirements?

(a) During the fiscal year for which it receives an award, a grantee shall expend from non-Federal sources—

(1) For all academically related programs of the institution, an amount at least as great as the average amount it expended for such programs during the three years preceding the grant year; and

(2) For the activities described in § 629.5(a), an amount at least as great as the amount of the grant.

(b) The Secretary applies the rules in 34 CFR Part 74, Subpart G, in assessing an institution's compliance with paragraph (a)(2) of this section.

(Authority: 20 U.S.C. 1070e-1)

§ 629.32 When must a grantee submit a proposed budget?

The grantee shall submit a proposed budget for the use of the funds it is awarded in any fiscal year under this program to the Secretary within 90 days of receipt of notice of its award.

(Approved by the Office of Management and Budget under control number 1840-0054)

(Authority: 20 U.S.C. 1070e-1)

INSTRUCTIONS FOR THE SF 424

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain application certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

- | Item: | Entry: | Item: | Entry: |
|---|--------|--|--------|
| 1. Self-explanatory. | | 12. List only the largest political entities affected (e.g., State, counties, cities). | |
| 2. Date application submitted to Federal agency (or State is applicable) & applicant's control number (if applicable). | | 13. Self-explanatory. | |
| 3. State use only (if applicable). | | 14. List the applicant's Congressional District and any District(s) affected by the program or project. | |
| 4. If this application is to continue or revise an existing award, enter present Federal Identifier number. If for a new project, leave blank. | | 15. Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate <i>only</i> the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15. | |
| 5. Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application. | | 16. Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. | |
| 6. Enter Employer Identifier Number (EIN) as assigned by the Internal Revenue Service. | | 17. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. | |
| 7. Enter the appropriate letter in the space provided. | | 18. To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.) | |
| 8. Check appropriate box and enter appropriate letter(s) in the space(s) provided:

<input type="checkbox"/> "New" means a new assistance award.
<input type="checkbox"/> "Continuation" means an extension for an Additional funding/budget period for a project with a projected completed date.
<input type="checkbox"/> "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. | | | |
| 9. Name of Federal agency from which assistance is being requested with this application. | | | |
| 10. Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested. | | | |
| 11. Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project. | | | |

INSTRUCTIONS FOR THE SF 424

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain application certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

- | Item: | Entry: | Item: | Entry: |
|-------|---|-------|--|
| 1. | Self-explanatory. | 12. | List only the largest political entities affected (e.g., State, counties, cities). |
| 2. | Date application submitted to Federal agency (or State is applicable) & applicant's control number (if applicable). | 13. | Self-explanatory. |
| 3. | State use only (if applicable). | 14. | List the applicant's Congressional District and any District(s) affected by the program or project. |
| 4. | If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank. | 15. | Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate <u>only</u> the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15. |
| 5. | Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application. | 16. | Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. |
| 6. | Enter Employer Identifier Number (EIN) as assigned by the Internal Revenue Service. | 17. | This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. |
| 7. | Enter the appropriate letter in the space provided. | 18. | To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.) |
| 8. | Check appropriate box and enter appropriate letter(s) in the space(s) provided:

_ "New" means a new assistance award.

_ "Continuation" means an extension for an Additional funding/budget period for a project with a projected completed date.

_ "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. | | |
| 9. | Name of Federal agency from which assistance is being requested with this application. | | |
| 10. | Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested. | | |
| 11. | Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project. | | |

APPLICATION FOR
FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION <i>Application</i> <input checked="" type="checkbox"/> Construction <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction <input type="checkbox"/> Non-Construction		2. DATE SUBMITTED	Applicant Identifier																					
3. DATE RECEIVED BY STATE		State Application Identifier																						
		4. DATE RECEIVED BY FEDERAL AGENCY																						
5. APPLICANT INFORMATION Legal Name:		Organizational Unit:																						
Address (give city, county, state, and zip code):		Name and telephone number of the person to be contacted on matters involving this application (give area code)																						
6. EMPLOYER IDENTIFICATION NUMBER (EIN): <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px 0;"></div>		7. TYPE OF APPLICANT: enter appropriate letter in box <input type="checkbox"/> <div style="display: flex; justify-content: space-between; font-size: small;"> <div style="width: 48%;"> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District </div> <div style="width: 48%;"> H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) _____ </div> </div>																						
8. TYPE OF APPLICATION <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> <div style="display: flex; justify-content: space-between; font-size: small;"> <div style="width: 30%;">A. Increase Award</div> <div style="width: 30%;">B. Decrease Award</div> <div style="width: 30%;">C. Increase Duration</div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div style="width: 30%;">D. Decrease Duration</div> <div style="width: 30%;">Other (specify): _____</div> <div style="width: 30%;"></div> </div>		9. NAME OF FEDERAL AGENCY: <div style="text-align: center; font-weight: bold; margin-top: 10px;">U. S. DEPARTMENT OF EDUCATION</div>																						
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <div style="display: flex; align-items: center; margin-top: 5px;"> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">8</div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">4</div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">0</div> <div style="border: 1px solid black; padding: 2px 5px; margin-right: 5px;">6</div> <div style="border: 1px solid black; padding: 2px 5px;">4</div> </div> TITLE: VETERANS EDUCATION OUTREACH PROGRAM		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:																						
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):		13. PROPOSED PROJECT: <div style="display: flex; justify-content: space-between; font-size: small;"> <div style="width: 45%;"> Start Date <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> <div style="width: 45%;"> Ending Date <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div> </div>																						
14. CONGRESSIONAL DISTRICTS OF: <div style="display: flex; justify-content: space-between; font-size: small;"> <div style="width: 45%;">a. Applicant</div> <div style="width: 45%;">b. Project</div> </div>																								
15. ESTIMATED FUNDING NOT APPLICABLE <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr><td>a. Federal</td><td style="text-align: center;">\$</td><td style="text-align: right;">.00</td></tr> <tr><td>b. Applicant</td><td style="text-align: center;">\$</td><td style="text-align: right;">.00</td></tr> <tr><td>c. State</td><td style="text-align: center;">\$</td><td style="text-align: right;">.00</td></tr> <tr><td>d. Local</td><td style="text-align: center;">\$</td><td style="text-align: right;">.00</td></tr> <tr><td>e. Other</td><td style="text-align: center;">\$</td><td style="text-align: right;">.00</td></tr> <tr><td>f. Program Income</td><td style="text-align: center;">\$</td><td style="text-align: right;">.00</td></tr> <tr><td>g. TOTAL</td><td style="text-align: center;">\$</td><td style="text-align: right;">.00</td></tr> </table>		a. Federal	\$.00	b. Applicant	\$.00	c. State	\$.00	d. Local	\$.00	e. Other	\$.00	f. Program Income	\$.00	g. TOTAL	\$.00	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12723 PROCESS FOR REVIEW ON DATE _____ b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
a. Federal	\$.00																						
b. Applicant	\$.00																						
c. State	\$.00																						
d. Local	\$.00																						
e. Other	\$.00																						
f. Program Income	\$.00																						
g. TOTAL	\$.00																						
17. IS THE APPLICANT DELINQUENT ON ANY DEBT? <input type="checkbox"/> Yes If "Yes," attach an explanation, <input type="checkbox"/> No		18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT, AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.																						
19. AUTHORIZED REPRESENTATIVE INFORMATION <div style="display: flex; justify-content: space-between; font-size: small;"> <div style="width: 45%;">a. Typed Name of Authorized Representative</div> <div style="width: 20%;">b. Title</div> <div style="width: 35%;">c. Telephone number</div> </div> <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 10px;"> <div style="width: 70%;">d. Signature of Authorized Representative</div> <div style="width: 30%;">e. Date Signed</div> </div>																								

Previous Editions Not Usable

Authorized for Local Reproduction

12

Standard Form 424 (REV 4-88)
Prescribed by OMB Circular A-102

PART II. NARRATIVE

Include a brief explanation on this page of how the applicant proposes to expend funds received under the Veterans Education Outreach Program. (See the regulations, Section 629.5 for supportable activities, Section 629.30 for allowable costs, Section 629.31 for matching requirements, and Section 629.10 for application requirements and assurances.)

If you are requesting a waiver, as described in Section 629.30 (b) (1) and (2), describe what conditions exist at your institution that would assist the Secretary in making his decision and attach the waiver to this form.

Institution_____

PART III

VETERANS EDUCATION OUTREACH PROGRAM

VETERAN, ENROLLMENT, AND INSTITUTIONAL DATA

1. Head count of eligible undergraduate veteran students:

	FULL-TIME	THREE-QUARTERS TIME	ONE-HALF TIME	ONE-QUARTER TIME
A				
B				
C				

Note: A veteran can be counted only once.

2. Enter the total undergraduate eligible veteran students enrolled (head count):

(a) As of April 16, 1992 (current year) -----
(This number should equal the totals of Rows A, B, and C.)

(b) As of April 16, 1991 (previous year) -----

3. Enter the total number of undergraduate students enrolled at the applicant institution (head count) as of April 16, 1992 (current year) -----

4. Enter the average for the last three academic years of the total instructional expenditures or of the per student instructional expenditures -----

5. Enter the total planned instructional expenditures or the per student instructional expenditures for the next academic year -----
(Must use comparable data for Items 4 and 5.)

6. Indicate by checking below, the years the applicant institution was funded under the former Veterans Cost-of-Instruction Program.

1982_____ 1983_____ 1984_____

1985_____ 1986_____

INSTRUCTIONS FOR COMPLETING PART III

VETERAN, ENROLLMENT, and INSTITUTIONAL DATA

The Part III form must be completed to provide necessary data to determine eligibility and help determine the payment to which an institution is entitled. (See the regulations, Section 629.20 on how the Secretary calculates the amount of the award, and Section 629.2 on who is eligible.)

By head count, give the number of full-time, three-fourths time, one-half time, and one-quarter time eligible undergraduate veteran students for each of the three categories listed below that were enrolled as of April 16, 1992. A veteran can be counted only once.

A. In Row A, show the head count of eligible veteran students currently receiving vocational rehabilitation under Chapter 31 of Title 38, U.S.C. or is currently a veteran receiving educational assistance under Chapter 34 of Title 38. A veteran counted in Row A cannot be counted in Rows B or C.

B. In Row B, show the number of undergraduate veteran students currently enrolled who have been recipients of education assistance under Subchapter V of Chapter 34 of Title 38 (assistance to the educationally disadvantaged), or who has a service connected disability as defined in Section 101 (16) of Title 38, or is disabled.

C. In Row C, show the number of currently enrolled eligible undergraduate veteran students, other than those listed for Rows A and B, who received an honorable discharge from military service. It includes any veteran with an honorable discharge regardless of his or her eligibility for G.I. benefits or the length of time that has elapsed since discharge.

(The VEOP law does not permit counting non-veterans, such as dependents of veterans or those currently in the military services or in the reserves unless they have been honorably discharged from the military services.)

INSTRUCTIONS IF APPLYING AS A CONSORTIUM

Institutions seeking assistance through a consortium agreement must complete the individual application and, in addition, submit a joint narrative statement which is to be attached to each of the submitted copies of the application.

The statement is to be prepared in the following format:

Section A. JUSTIFICATION -- Briefly explain why the institution cannot feasibly provide the veterans' services required by the Law and the Regulations on an individual basis, and indicate the facts upon which it may be concluded that the institutions are located within a reasonable commuting distance of each other.

Section B. JOINT FUNCTIONS -- Briefly specify the role of each institution and any other parties with respect to the veterans' services required by the Law and the Regulations, indicating how much services will be readily accessible to veterans attending, and to veterans in the community served by each of the institutions.

Section C. DESIGNATION OF AGENTS -- Include a statement indicating that the consortium representative shall be the agent of each of the institutions with respect to funds administered by the consortium pursuant to this application.

CERTIFICATION -- The chief administrative officer of each institution which is party to the consortium must sign.

INFORMATION REGARDING THE BUDGET WORKSHEET

The Budget Worksheet form is to be completed and submitted within 90 days of receipt of the notice of the award (see the Regulations, Section 629.32). The Office of Veterans Affairs (OVA) Coordinator and telephone number (Item 2) are essential to update VEOP mailing address files. In completing the Budget Worksheet, refer to the following sections in the VEOP Regulations found in this application package:

- 629.5 What activities may a grantee support with VEOP funds?
- 629.30 How must a grantee use its award?
- 629.31 What are the matching requirements?

Two signed copies of the proposed budget will then be sent to:

Ron Amon
Veterans Education Outreach Program
Division of Higher Education Incentive Programs
ROB-NCR, Room 3022
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5339

VETERANS EDUCATION OUTREACH PROGRAM (VEOP)

BUDGET WORKSHEET for 1992-94 *

1. Name and Address of Institution EIN: _____

2. Name, title, and signature of Veterans Affairs Coordinator: _____

Telephone: Office: () FAX ()

3. Amount of Veterans Education Outreach Program Award \$	From VEOP funds	From funds to be contributed by Institution**	Total Expenditures for OVA	% of Total VEOP Award
Expenditures for the Office of Veterans' Affairs (OVA) and for instruction.				

4. PERSONNEL SERVICES: (Salaries)				
a. Coordinator				
b. Counselors				
c. Outreach Workers				
d. Recruiters				
e. Secretaries				
f. Clerks				
g. Other (Specify Titles)				
1.				
2.				
h. Employee Benefits				

5. TOTAL Salaries:	\$	\$	\$	%
--------------------	----	----	----	---

6. SERVICES:				
a. Workshops/Conferences				
b. Travel: Professional (Per Diem)				
c. Recruitment & Outreach				
d. Communications: (Advertising, Postage, Telephones, Publicity)				

7. TOTAL Services	\$	\$	\$	%
-------------------	----	----	----	---

8. OTHER (Specify below)				
a. Equipment ***				
b. Supplies				
c. Instructional				
d. ****				

9. TOTAL Other Expenditures	\$	\$	\$	%
-----------------------------	----	----	----	---

10. GRAND TOTALS	\$	\$	\$	100%
------------------	----	----	----	------

*Budget period is for two years. See the Regulations, Section 629.30 (d).

**Institutional contribution from other non-Federal sources must reflect an amount equal at least the amount of the VEOP award, but not necessarily a line for line match. (EDGAR Subpart Q, 74.172, Appendix D-Parts I & II)

***Proposed equipment expenditures in excess of \$300 per item must be mailed for approval to the Veterans Education Outreach Program, Division of Higher Education Incentive Programs, ROB-3, Room 3022, 400 Maryland Ave., SW, Washington, DC 20202-5251.

****Do not include Indirect Costs in VEOP Budget

VEOP ASSURANCES

The assurances to be given by each individual applicant institution and each institutional member of a consortium are as follows:

1. The institution, during the academic year for which payment is sought, will expend --
 - (A) For all academically related programs of the institution, in terms of either total or per student expenditure, at least the average amount it expended for such programs during the preceding three academic years; and
 - (B) For enhancing the functions of the Veterans Education Outreach Program, an amount equal to at least the amount of the award from sources other than this or any other Federal program. (The definition of "cost-sharing or matching" as given in EDGAR 34 CFR Part 74.51 applies to this requirement.)
2. The institution will make an adequate effort to --
 - (A) Maintain an office of veterans' affairs which has responsibility for veterans' outreach, recruitment, and special education programs, and the provision of educational, vocational, and personal counseling for veterans;
 - (B) Carry out programs designed to prepare educationally disadvantaged veterans for postsecondary education for which they are receiving benefits under subchapter V of chapter 34, title 38, United States Code;
 - (C) Carry out active outreach (with special emphasis on service-connected disabled veterans, other disabled or handicapped veterans, incarcerated veterans, and educationally disadvantaged veterans), recruiting, and counseling activities, through the use of funds available under federally assisted work-study programs (with special emphasis on the veteran-student services program under section 1685 of title 38);
 - (D) Carry out an active tutorial assistance program for veterans, including dissemination of information regarding such programs, with special emphasis on making maximum use of the benefits available under section 1692 of title 38;
 - (E) Assist in serving the readjustment, rehabilitation, personal counseling, and employment needs of veterans; and
 - (F) Coordinate activities carried out under this part with the readjustment counseling program authorized under section 612A of title 38, United States Code, and with the programs of veterans employment and training authorized under the Job Training Partnership Act and under chapters 41 and 42 of title 38, United States Code.
3. The funds received by the institution, after the requirements of 629.10(b)(4) have been met, will be used solely to defray instructional expenses in academically related programs of the applicant.
4. The funds received by the institution under this section will not be used for a school or department of divinity or for any religious worship or sectarian activity.
5. A grantee will use VEOP funds to pay travel expenditures only if the travel expenditures are incurred in connection with recruitment and outreach activities, or attendance at Department sponsored meetings providing technical assistance or Department approved professional meetings.
6. The data presented in the application are verifiable and auditable.
7. The institution will submit to the Secretary such reports as the Secretary may require by regulations.
8. The institution will comply with all other applicable laws and regulations respecting funds awarded pursuant to this application.

ASSURANCES — NON-CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110 -

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about-

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office

Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted--

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 --

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT		PR/AWARD NUMBER AND/OR PROJECT NAME	
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE			
SIGNATURE		DATE	

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME OF APPLICANT	PR/AWARD NUMBER AND/OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

Approved by OMB
0148-0046

**Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)**

24

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

**DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET**

Approved by
0348-0046

Reporting Entity: _____ Page _____ of _____

Executive Order 12372 - Intergovernmental Review

The Education Department General Administrative Regulations (EDGAR), 34 CFR 79, pertaining to intergovernmental review of Federal programs, apply to the program(s) included in this application package.

Immediately upon receipt of this notice, all applicants, other than federally recognized Indian tribal governments, must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform activities in more than one state should contact, immediately upon receipt of this notice, the Single Point of Contact for each state and follow the procedures established in those states under the Executive Order. A list containing the Single Point of Contact for each state is included in this application package.

In states that have not established a process or chosen a program for review, state, areawide, regional, and local entities may submit comments directly to the Department.

Any state process recommendation and other comments submitted by a State Single Point of Contact and any comments from state, areawide, regional, and local entities must be mailed or hand-delivered by the date in the program announcement for intergovernmental review to the following address:

The Secretary
E.O. 12372 - CFDA # 84.064
U.S. Department of Education, M.S. 6401
400 Maryland Avenue, S.W.
Washington, DC 20202-4725

In those states that require review for this program, applications are to be submitted simultaneously to the state review process and to the U.S. Department of Education.

Proof of mailing will be determined on the same basis as applications.

Please note that the above address is not the same address as the one to which the applicant submits its completed application. **Do not send applications to the above address.**

STATE SINGLE POINTS OF CONTACT
June, 1991

ALABAMA

Mrs. Moncell Thomell
State Single Point of Contact
Dept. of Economic & Community Affairs
3465 Norman Bridge Road
P. O. Box 250347
Montgomery, AL 36125-0347
Telephone: (205)284-8905

ALASKA - none

ARIZONA

Ms. Janice Dunn
Arizona State Clearinghouse
3800 N. Central Ave., 14th Floor
Phoenix, AZ 85012
Telephone: (602) 280-1315

ARKANSAS

Mr. Joseph Gillespie
Manager, State Clearinghouse
Office of Intergovernmental Service
Dept. of Finance & Administration
P. O. 3278
Little Rock, AR 72203
Telephone: (501) 371-1074

CALIFORNIA

Glenn Stober, Grants Coordinator
Office of Planning and Research
1400 Tenth Street
Sacramento, CA 95814
Telephone: (916) 323-7480

COLORADO

State Single Point of Contact
State Clearinghouse
Division of Local Government
1313 Sherman St., Room 520
Denver, CO 80203
Telephone: (303) 866-2156

CONNECTICUT

Under Secretary
Attn: Intergov'tal Review Coordinator
Comprehensive Planning Division
Office of Policy and Management
80 Washington St.
Hartford, CT 06106-4459
Telephone: (203) 566-3410

DELAWARE

Francine Booth
State Single Point of Contact
Executive Department
Thomas Collins Building
Dover, DE 19903
Telephone: (302) 736-3326

DISTRICT OF COLUMBIA

Lovetta Davis
State Single Point of Contact
Executive Office of the Mayor
Office of Intergovernmental Relations
Room 416, District Building
1350 Pennsylvania Avenue, N. W.
Washington, DC 20004
Telephone: (202) 727-9111

FLORIDA

Janice L. Alcott, Director
Florida State Clearinghouse
Executive Office of the Governor
Office of Planning & Budgeting
The Capitol
Tallahassee, FL 32399-0001
Telephone: (904) 488-8114

GEORGIA

Charles H. Badger, Administrator
Georgia State Clearinghouse
270 Washington Street, S.W.
Atlanta, GA 30334
Telephone: (404) 656-3855

HAWAII

Mary Lou Kosyash
Planning Program Manager
Office of State Planning
Office of the Governor
State Capitol - Room 406
Honolulu, HI 96813
Telephone: (808) 548-5893
FAX (808) 548-8172

IDAHO - none

ILLINOIS

Tom Berkshire
State Single Point of Contact
Office of the Governor
State of Illinois
Springfield, IL 62706
Telephone: (217) 782-8639

INDIANA

Frank Sullivan
Budget Director
State Budget Agency
212 State House
Indianapolis, IN 46204
Telephone: (317) 232-5610

IOWA

Steven R. McCann
Division for Community Progress
Iowa Dept. of Economic Development
200 East Grand Avenue
Des Moines, IA 50309
Telephone: (515) 281-3725

KANSAS - none

KENTUCKY

Ronald W. Cook
Office of the Governor
Dept. of Local Government
Kentucky State Clearinghouse
2nd Floor Capital Plaza Tower
Frankfort, KY 40601
Telephone: (502) 564-2382

LOUISIANA - none

MAINE

State Single Point of Contact
Attn: Joyce Benson
State Planning Office
State House Station #38
Augusta, ME 04333
Telephone: (207) 289-3261

MARYLAND

Mary Abrams, Chief
Maryland State Clearinghouse
Dept. of State Planning
301 West Preston St.
Baltimore, MD 21201-2365
Telephone: (301) 225-4490

MASSACHUSETTS

State Single Point of Contact
Attn: Beverly Boyle
Executive Office of Communities &
Development
100 Cambridge St., Room 1803
Boston, MA 02202
Telephone: (617) 727-7001

MICHIGAN

Milton O. Waters
Director of Operations
Mich. Neighborhood Builders Alliance
Michigan Dept. of Commerce
Telephone: (517) 373-7111

Please direct correspondence to:
Manager, Federal Project Review
Michigan Dept. of Commerce
Mich. Neighborhood Builders Alliance
P. O. Box 30242
Lansing, MI 48909
Telephone: (517) 373-6223

MINNESOTA - none

MISSISSIPPI

Cathy Mallette, Clearinghouse Officer
Dept. of Finance & Administration
Office of Policy Development
421 West Pascagoula St.
Jackson, MS 39203
Telephone: (601) 960-4280

MISSOURI

Lola Pohl
Federal Assistance Clearinghouse
Office of Administration
Division of General Services
P. O. Box 809
Room 430, Truman Building
Jefferson City, MO 65102
Telephone: (314) 751-4834

MONTANA

Deborah Stanton
State Single Point of Contact
Intergov'tal Review Clearinghouse
c/o Office of Budget & Program Planning
Capitol Station
Room 202 - State Capitol
Helena, MT 59620
Telephone: (406) 444-5522

NEBRASKA - none

NEVADA

Department of Administration
State Clearinghouse
Capitol Complex
Carson City, NV 89710
Attn: John B. Walker
Clearinghouse Coordinator

NEW HAMPSHIRE

Jeffrey H. Taylor, Director
New Hamp. Office of State Planning
Attn: James E. Bieher
2 1/2 Beacon St.
Concord, NH 03301
Telephone: (603) 271-2155

NEW JERSEY

Richard J. Porth, Director
Division of Community Resources
Dept. of Community Affairs, CN 803
Trenton, NJ 08625-0814
Telephone: (609) 292-6613

Direct correspondence/questions to:
Andrew J. Jaskolka
State Review Process
Division of Community Resources
CN 814, Room 609
Trenton, NJ 08625-0814
Telephone: (609) 292-9025

NEW MEXICO

Aurelia M. Sandoval
State Budget Division, DFA
Room 190, Bataan Memorial Building
Santa Fe, NM 87503
Telephone: (505) 827-3640
FAX: (505) 827-3006

NEW YORK

New York State Clearinghouse
Division of the Budget
State Capitol
Albany, NY 12224
Telephone: (518) 474-1805

NORTH CAROLINA

Mrs. Chrys Baggett, Director
Intergovernmental Relations
N. C. Dept. of Administration
116 W. Jones St.
Raleigh, NC 27611
Telephone: (919) 733-0499

NORTH DAKOTA

William Robinson
State Single Point of Contact
Office of Intergovernmental Affairs
Office of Management and Budget
14th Floor, State Capitol
Bismarck, ND 58505
Telephone: (701) 224-2094

OHIO

Larry Weaver
State Single Point of Contact
State Clearinghouse
Office of Management and Budget
30 East Broad St., 34th Floor
Columbus, OH 43266-0411
Telephone: (614) 466-0698

OKLAHOMA

Don Strain
State Single Point of Contact
Oklahoma Dept. of Commerce
Office of Federal Assistance Management
6601 Broadway Extension
Oklahoma City, OK 73116
Telephone: (405) 843-9770

OREGON

Attn: Delores Streeter
State Single Point of Contact
Intergovernmental Relations Division
State Clearinghouse
155 Cottage Street, N.E.
Salem, OR 97310
Telephone: (503) 373-1998

PENNSYLVANIA

Sandra Kline, Project Coordinator
Penna. Intergovernmental Council
P.O. Box 11880
Harrisburg, PA 17108
Telephone: (717) 783-3700

RHODE ISLAND

Daniel W. Varin, Associate Director
Statewide Planning Program
Department of Administration
Division of Planning
265 Melrose Street
Providence, RI 02903
Telephone: (401) 277-2656

Direct correspondence/questions to:
Review Coordinator
Office of Strategic Planning

SOUTH CAROLINA

Danny L. Cromer
State Single Point of Contact
Grant Services
Office of the Governor
1205 Pendleton Street, Room 477
Columbia, SC 29201
Telephone: (803) 734-0493

SOUTH DAKOTA

Susan Comer
State Clearinghouse Coordinator
Office of the Governor
500 East Capitol
Pierre, SD 57501
Telephone: (605) 773-3212

TENNESSEE

Charles Brown
State Single Point of Contact
State Planning Office
500 Charlotte Avenue
309 John Servier Building
Nashville, TN 37219
Telephone: (615) 741-1676

TEXAS

Tom Adams
Governor's Office of Planning
and Budget
P.O. Box 12428
Austin, TX 78711
Telephone: (512) 463-1778

UTAH

Utah State Clearinghouse
Office of Planning and Budget
ATTN: Carolyn Wright
Room 118, State Capitol
Salt Lake City, UT 84114
Telephone: (801) 538-1535

VERMONT

Bernard D. Johnson
Assistant Director
Office of Policy Research
and Coordination
Pavilion Office Building
109 State Street
Montpelier, VT 05602
Telephone: (802) 828-3326

VIRGINIA - none**WASHINGTON**

Marilyn Dawson
Intergovernmental Review Process
Dept. of Community Development
9th and Columbia Building
Mail Stop GH-51
Olympia, WA 98504-4151
Telephone: (206) 753-4978

WEST VIRGINIA

Fred Cutlip, Director
Community Development Division
Governor's Office of Community
and Industrial Development
Building #6, Room 553
Charleston, WV 25305
Telephone: (304) 348-4010

WISCONSIN

William C. Carey
Federal/State Relations
IGA Relations
101 South Webster Street
P.O. Box 7864
Milwaukee, WI 53207
Telephone: (608) 266-1741

Direct correspondence/questions to:
William C. Carey, Section Chief
Federal/State Relations Office
Wisconsin Dept. of Administration
(608) 266-0267

WYOMING

Ann Redman
State Single Point of Contact
Wyoming State Clearinghouse
State Planning Coordinator's Office
Capitol Building
Cheyenne, WY 82002
Telephone: (307) 777-7574

AMERICAN SAMOA - None**GUAM**

Michael J. Reidy
Director
Bureau of Budget and
Management Research
Office of the Governor
P.O. Box 2950
Agaña, GU 96910
Telephone: (671) 472-2285

NORTHERN MARIANA ISLANDS

State Single Point of Contact
Planning and Budget Office
Office of the Governor
Saipan, CM
Northern Mariana Islands 96950

PUERTO RICO

Patris Custodio/Israel Soto Marrero
Chairman/Director
Puerto Rico Planning Board
Minillas Government Center
P.O. Box 41119
San Juan, PR 00940-9985
Telephone: (809) 727-4444

VIRGIN ISLANDS

Jose L. George, Director
Office of Management and Budget
No. 32 & 33 Kongens Gade
Charlotte Amalie, VI 00802
Telephone: (809) 774-0750

IMPORTANT NOTICE TO PROSPECTIVE PARTICIPANTS IN USDE CONTRACT AND GRANT PROGRAMS

GRANTS

Applicants for grants from the U.S. Department of Education (USDE) have to compete for limited funds.

Deadlines assure all applicants that they will be treated fairly and equally, without last minute haste.

For these reasons, USDE must set strict deadlines for grant applications. Prospective applicants can avoid disappointment if they understand that -

**Failure to meet a deadline will mean that an applicant will be
rejected without any consideration whatever.**

The rules, including the deadline, for applying for each grant are published, individually, in the Federal Register. A one-year subscription to the Register may be obtained by sending \$340.00 to: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20202-9371. (Send check or money order only, no cash or stamps.)

The instructions in the Federal Register must be followed exactly. Do not accept any other advice you may receive. No USDE employee is authorized to extend any deadline published in the Register.

Questions regarding submission of applications may be addressed to:

U.S. Department of Education
Application Control Center
Washington, D.C. 20202-4725

CONTRACTS

Competitive procurement actions undertaken by the USDE are governed by the Federal Procurement Regulations and implementing ED Procurement Regulations.

Generally, prospective competitive procurement actions are synopsized in the Commerce Business Daily (CBD). Prospective offerors are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals (RFP).

Offerors are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the RFP. Questions regarding the submission of offers should be addressed to the Contracting Specialist identified on the face page of the RFP.

Offers are judged in competition with others, and failure to conform with any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever.

Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or the RFP. No USDE employee is authorized to consider a proposal which is non-responsive to the RFP.

A subscription to the CBD is available for \$208.00 per year via second class mailing or \$261.00 per year via first class mailing. Information included in the Federal Acquisition Regulations is contained in Title 48, Code of Federal Regulations, Chapter 1 (\$49.00). The forgoing publication may be obtained by sending your check or money order only, no cash or stamps, to:

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402-9371

In an effort to be certain this important information is widely disseminated, this notice is being included in all USDE mail to the public. You may, therefore, receive more than one notice. If you do, we apologize for any annoyance it may cause you.

GRANT APPLICATION RECEIPT ACKNOWLEDGEMENT

If you fail to receive the notification of application receipt within fifteen (15) days from the closing date, call:

**U.S. Department of Education
Application Control Center
(202) 708-9495**